

DIRECTIVE

WORKFORCE INVESTMENT ACT

Number: WIAD00-8

Date: May 17, 2001
69:98:is:4576

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: PY 2000-01 SALT FUNDS

EXECUTIVE SUMMARY:

Purpose:

This directive provides procedures regarding capacity building Workforce Investment Act (WIA) State Approved Local Training (SALT) Funds that are used to meet local needs for professional development, "best practices" training, travel costs for State-sponsored meetings, and other capacity building activities.

Scope:

Funds provided through SALT are available for local capacity building activities.

Effective Date:

This directive is effective immediately.

REFERENCE:

- Title 20 Code of Federal Regulations (CFR) Section 665.210 (b)(1) and (2)

STATE-IMPOSED REQUIREMENTS:

This directive contains some State-imposed requirements. These requirements are indicated by ***bold, italic*** type.

FILING INSTRUCTIONS:

This directive finalizes Draft Directive WIADD-11 issued for comment on April 19, 2001. Retain this directive until further notice.

BACKGROUND:

Under the Job Training Partnership Act, a process was established for capacity building efforts for each local area to receive a sum of money to develop the skills of front-line staff. On July 1, 2000, the WIA was implemented making significant changes in the way employment, training, literacy, and vocational rehabilitation programs do business. Title 20 CFR Section 665.210 specifies "allowable Statewide workforce investment activities include . . . (b) Providing capacity building and technical assistance to local areas, including Local Boards, One-Stop operators, One-Stop partners, and eligible providers, which may include (1) Staff development and training; and (2) The development of exemplary program activities."

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The Workforce Investment Division determined that SALT funds for Program Year (PY) 2000-01 will be unilaterally modified into each Local Workforce Investment Area (LWIA) subgrant in the amount of \$25,000 immediately.

POLICY AND PROCEDURES:

This directive provides policy regarding the use of SALT funds. These funds are intended to enhance knowledge and skill level of WIA front-line practitioners and One-stop staff as well as board staff and youth council members. Training should not duplicate training available at the State level, unless it provides additional components that are specifically relevant to local needs.

For the first year of WIA, (PY 2000-01), the application process has been waived and \$25,000 in SALT funds has been added to each LWIA's subgrant. Funds may be used retroactive to July 1, 2000.

Each LWIA receiving SALT funds will be responsible for adhering to established WIA administrative and program cost reporting requirements, as well as submitting written year-end narrative and expenditure reports, specific to PY 2000-01 SALT funds.

ACTION:

Expenditure of PY 2000-01 SALT Funds:

For PY 2000-01, \$25,000 has been added to each LWIA's subgrant. The application process has been waived for this first year. The SALT funds are available for expenditure from July 1, 2000, through June 30, 2002.

Funds may be used to support "best practices," professional development, and compliance training (if not available via the State or its contractors). Funds may also be used to attend conferences or seminars designed to enhance staff capacity, pay for the costs associated with hosting a conference or seminar, and pay the salary of a staff trainer or the fees of a consultant to train groups of staff. The SALT funds MAY NOT be used for out-of-state travel, management information systems, administrative costs, or staff benefits.

On-Line Cash Request:

Cash requests will be through the Job Training Automation (JTA) system, by requesting funds from Grant Code 211.

Reporting:

The LWIAs must submit quarterly expenditure reports during the two-year life of the SALT funds. In addition, the LWIAs must submit an interim WIA SALT Fund Year-End Narrative Report (Refer to the Attachment), for SALT expenditures through June 30, 2001. Data from this report will be used for future SALT funding processes. The LWIAs must submit a final WIA SALT Fund Year-End Narrative Report and a WIA EXPD Summary of WIA Expenditures Report for SALT expenditures through June 30, 2002. The final SALT Year-End Narrative Report must reflect the actual use of the SALT funds and reconcile with the WIA EXPD report. Final reporting of PY 2000-01 SALT funding is required by July 20, 2002. Adjustments or revisions to these reports must be submitted by August 20, 2002.

Both the WIA SALT Year-End Narrative Report and the WIA EXPD Summary of WIA Expenditures Report should be sent to:

***Martha Overman
Financial Management Unit
Workforce Investment Division
Employment Development Department
P.O. Box 826880, MIC 69
Sacramento, CA 94280-0001***

Any unexpended SALT funds as of June 30, 2002, as reflected by the final year-end reports will be returned to the State via subgrant de-obligation.

Any new SALT funding for PY 2001-02, is subject to approval by the California Workforce Investment Board.

INQUIRIES:

If you have any questions, please contact your regional advisor at (916) 653-6347.

/S/ BILL BURKE
Chief

Attachment is available on the Internet:

[State Approved Local Training Fund Year-End Narrative Report Form](#)